



**Agenda Item Number: 2006-6-9B**

## **BERNALILLO COUNTY BOARD OF COUNTY COMMISSIONERS**

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**Meeting Date** June 13, 2006

**Department:** Treasurer's Office Staff **Contact:** Patrick J. Padilla, County Treasurer  
Dan Mayfield, Deputy County Manager for Finance

**TITLE:** Fiscal Agent and Lock Box Services Contract Termination

**ACTION:** Motion to:

1. Terminate the Agreement with First Community Bank to provide Fiscal Agent and Lock Box Services to Bernalillo County.
2. Authorize the County Manager to award and execute the new Fiscal Agent and Lock Box Agreements.

### **SUMMARY:**

On May 9, 2005, the Board awarded the Fiscal Agent and Lock Box Services Agreement to First Community Bank (formerly known as First State Bank). On June 2, 2006, the County Treasurer received notice that First Community Bank was exercising its option to terminate the Lock Box Services portion of the Agreement by providing a 3-month notice to the County based on their inability to continue to provide the level of services that the County requires for lock box processing. The preference of the County Treasurer is to have one banking institution for Fiscal Agent and Lock Box Services by one banking institution.

Based on the need to have a new banking institution(s) on line by September 30, 2006, staff requests that the Board of County Commissioners move to terminate the entire Agreement with First Community Bank. The Purchasing Department will solicit a Request for Proposals (RFP) for these services.

### **ATTACHMENTS:**

1. Termination Letter from First Community Bank dated June 2, 2006.
2. Termination Letter from the Commission terminating the contract with First Community Bank

### **FISCAL IMPACT**

The above action does not have a fiscal impact.

### **STAFF ANALYSIS SUMMARY**

#### **COUNTY MANAGER**

The County Treasurer is requesting the termination of the agreement with First Community Bank as it can no longer handle the Lock Box Services for the County. The Treasurer prefers that the County have one bank to handle both the lock box and the fiscal agent services. I recommend Board approval. TL 6/8/06

## **DEPUTY COUNTY MANAGER FOR FINANCE**

I support staff recommendation to terminate the Fiscal Agent and Lock Box Agreement and re-solicit a new Request for Proposals (RFP) for these services. Lisa Sedillo-White, Purchasing Director for Dan Mayfield 06/06/06

## **LEGAL**

The Agreement with First Community Bank provides the authority for the proposed action. JSL 06/06/06

<b>Budget</b>	This action will not require appropriations from County resources Teresa Byrd, Budget Director 6/7/06
<b>Purchasing</b>	Upon approval of the Board of County Commissioners to terminate the Fiscal Agent and Lock Box Services Agreement with First Community Bank, the Purchasing Department will solicit a RFP. Proper purchasing procedures will be followed in the solicitation and recommendation of award of the Fiscal Agent and Lock Box Services procurement. Lisa Sedillo-White, Purchasing Director 06/06/06
<b>Contract</b>	Pursuant to Section 4 (Termination Clause) of the Agreement, either of the parties at the option of either party upon delivery by one party to the other of a three (3) month notice by registered or certified mail may cancel the Agreement. Lisa Sedillo-White, Purchasing Director 06/06/06
<b>Risk Management</b>	No comment is necessary. David Baca, Risk Management Administrator 06/06/06

## **ELECTED OFFICIAL/OTHERS**

### **County Treasurer**

It is believed that the level of services provided by First Community Bank is not at the level of service the County requires. Patrick J. Padilla, Treasurer 06/06/06